

CAVE CREEK UNIFIED
SCHOOL DISTRICT

PTO & BOOSTER GUIDELINES



2024-2025

Table of Contents

Purpose of Document	3
Definitions	3
Purpose of Parent Teacher Organizations/Booster Clubs	4
Parent Teacher Organization/Booster Club Guidelines for Operations	8
State of Arizona and CCUSD Policies	11
FORMS	23

Purpose

The purpose of this document is to outline the guidelines set by Cave Creek Unified School District (CCUSD) administration pertaining to the organization of parent teacher organizations, booster clubs or parent booster clubs, operating to support student programs or activities at the schools of CCUSD.

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Booster clubs and parent organizations shall function as organizations for the purpose of assisting and supporting activities in the District. These booster clubs offer parents, family members, friends, and community members an opportunity to become involved with students and their schools. We acknowledge that these booster clubs are an important part of the success of the interscholastic and extracurricular programs in CCUSD and we believe that having close communication between booster clubs and CCUSD will ensure that the goals of CCUSD are achieved.

Disclaimer Statement

CCUSD assumes no responsibility for consequences resulting from the use of the information provided in this document. PTO/ Booster clubs are separate legal entities from the schools and CCUSD. They are free to organize; however, they must receive CCUSD administrative approval in order to represent or operate using any CCUSD mascot/team/club name.

PTO/Booster clubs are advised to consult legal or tax professionals for any potential issues or questions.

Definitions

Booster Club (Policy 1-402): Any outside group of parents, business people, or community members in which membership is based on an interest in quality sports and education programs and willingness to donate labor or services, or to participate in fund-raising. These groups are usually called booster clubs, Parent-Teacher Organizations (PTOs), or Parent-Teacher-Student Organizations (PTSOs).

Fundraising: Items, practices, or services sold in order to receive profit in the form of money. These funds are used for the benefit of the student or parent group.

Joint Fundraising: A predetermined fundraising event where the funds are divided between two distinct groups in direct relation to the participation of the contributors.

Raffles: Lottery with objects as prizes; an event in which numbered tickets are sold, some of which are drawn at random to win prizes. The prizes in a raffle are often objects rather than money, and raffles are usually held in order to raise money for some cause or organization.

Purpose of Parent Teacher Organizations/Booster Clubs

Parent Teacher Organizations and Booster Clubs are organized to support a school-sponsored sport, activity, class or program. Support may be as simple as providing refreshments for a particular event, or support may be as complex as raising money for an out-of-state competition. The Parent Teacher Organization/Booster Club works through the Sponsor to provide assistance for the planned activities of a student group; however, the Parent Teacher Organization/Booster Club does not have the authority to decide the activities or trips in which the student groups will participate. The Parent Teacher Organization/Booster Club may provide suggestions about particular activities; however, the Sponsor is responsible for the final decision with the Principal's or Administrator's approval.

CCUSD has found that most booster clubs have been or may be created to promote a specific sport, fine art, or cause. These booster clubs consist of parents, family members, friends, and community members dedicated to:

- Supporting, encouraging, and advancing the interscholastic and extracurricular programs and related activities of CCUSD.
- Promoting projects that allow the booster clubs to provide facilities, equipment, tools, or supplies that go above and beyond that provided by CCUSD.

Membership should be based on an interest in quality sports and education programs and willingness to donate labor or services, or to participate in fund-raising. Parent Teacher Organizations/Booster clubs shall not seek to influence or direct the technical activities or policies of CCUSD administration or officials who are charged with the responsibility of conducting the interscholastic and extracurricular programs of the schools in CCUSD.

Partnership with Schools

The strength of the Parent Teacher Organization/Booster Club comes from the participation of the Parent Teacher Organization/Booster Club with the school site. A partnership should be formed that allows the school to communicate their program's particular needs with the Parent Teacher Organization/Booster Club. Likewise, Parent Teacher Organization/Booster Club need to communicate their plans and activities with the school so that administration can ensure the goals of CCUSD are being met and that the full assistance of the school is available as appropriate. Close communication with parent teacher organizations/booster clubs ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

The partnership between the Parent Teacher Organization/Booster Club and the school administration is essential. The administration must understand the rules and procedures of the Parent Teacher Organization/Booster Club, just as the Parent Teacher Organization/Booster Club need to adhere to any administrative, CCUSD, local, and state policies.

Groups establishing or renewing a Parent Teacher Organization/Booster Club, are required to complete the Parent Teacher Organization/Booster Club Application For Approval form and submit it to the school administration on an annual basis. This form can be found in the forms section of the guidelines.

While it is critical that schools be informed of Parent Teacher Organization/Booster Club activities, it is imperative to know that CCUSD district employees may be members and officers of the organization, but shall not be signatories on any of the organization's bank accounts. CCUSD will require verification of certain types of records kept by the Parent Teacher Organization/Booster Club per Policy 3-202.A. The organizations will keep accurate and complete records of each fundraising activity in accordance with generally accepted accounting

practices, recording the net receipts of each activity, keeping a current balance of all monies, and submitting an annual report, through the Chief Financial Officer (CFO) to the Superintendent by July 15. The organizations will maintain a complete set of bylaws outlining all areas of operations including membership, selection of administration, requirements for requests of funds, and voting privileges.

Contacts

Site	Name	Phone	Email
District Office	Jill Sarraino	(480) 575-2042	jsarraino@ccusd93.net
Cactus Shadows High School	Robert Gilmore	(480) 575-2406	rgilmore@ccusd93.net
Sonoran Trail Middle School	Dave Boggs	(480) 575-8601	dboggs@ccusd93.net

Incorporation and Non-Profit Status

The following are helpful hints for establishing a parent group. Further information can be obtained from the Internal Revenue Service (IRS).

Most Parent Teacher Organization/Booster Club are publicly supported 501(c)3 organizations. It is highly recommended that you consider applying and maintaining this non-exempt status through the IRS.

Exempt organizations are not required to incorporate. However, the following are compelling reasons to do so.

- Officers of non-incorporated organizations can be sued.
- Members of “informal” organizations can be held financially liable for income tax all the way up to the first member(s) of the organization.
- Organizations not recognized by the IRS as exempt cannot accept tax-deductible donations and donors cannot deduct contributions on their personal income tax returns.

Parent Teacher Organization/Booster Club should have a “unique” name that does not include the name of the school or District. No District or school names, logos, mascots or official colors shall be authorized for use by or for any non-District businesses, organizations, products, activities or causes unless otherwise approved in writing by the Superintendent or the Superintendent's designee. With prior approval or approval of a Parent Teacher Organization/Booster Club by the Superintendent or the Superintendent's designee, Parent Teacher Organization/Booster Clubs are approved to use such school names, logos, mascots or official colors per Policy 3-202.B. The address should be a post office box or other address and not the school’s address. Parent Teacher Organization/Booster Club may not use CCUSD’s employee identification number (EIN), but establish their own through the IRS.

Communication

Distribution or posting of promotional materials must follow Policy 3-201 and 3-201.B.

Communication Tips

Website

Remember, if the group's website contains information about students (e.g., name, position, picture), permission must be obtained from the student's parent/guardian to publish the information. It is a good idea to have the website reviewed by an attorney who specializes in website content.

Fundraising

Funds collected by the Parent Teacher Organization/Booster Club must be kept by the organization and off campus. Funds collected on behalf of the parent group will not be maintained by CCUSD. Any fundraising is presumed to have the intent that the funds will be raised for students within CCUSD. Therefore, any fundraising events must be appropriate to the age group of the students and not violate any CCUSD guidelines.

Fundraising on or off school campuses by Parent Teacher Organization/Booster Club must follow the Student Activities Fundraising approval process and be approved by site administration prior to the event occurring. This form can be found in the forms section of the Parent Teacher Organization/Booster Club Guidebook. If the fundraising event is located on a school campus or as part of a school program, a CCUSD Head Coach/Club Sponsor and/or site administrator must be present to supervise and control the event.

Raffles are not allowed when students are involved. Students cannot participate, handle, solicit or otherwise be involved in any form of games of chance or gambling. Per Arizona Attorney General Opinion 184-018 school district clubs are prohibited from holding raffles. Even if the activity is called something other than a "raffle" the activity is prohibited if it involves the selling of a ticket for the chance to win a prize through a drawing. School district staff, students and resources (email, photocopiers, etc.) cannot be used to advertise or conduct an outside organization's raffle. In addition, the district cannot have raffle drawings on school property. Arizona Attorney General Opinion 184-018 states that only clubs that are not school-controlled (such as off-campus clubs, clubs sponsored by civic groups, or parent-teacher organizations) and fit within the tax-exempt categories defined by A.R.S. §43-1201 may hold raffles or lotteries if they also meet the requirements of A.R.S. §13-3302(B).

Items purchased by the Parent Teacher Organization/Booster Club for the school/club/team must be donated to CCUSD following the gift and donations procedure and approved by the administration. The Request for Approval of Gift/Donation form is in the forms section of this guidebook. No District or school names, logos, mascots or official colors shall be authorized for use by or for any non-District businesses, organizations, products, activities or causes unless otherwise approved in writing by the Superintendent or the Superintendent's designee.

If the fundraiser is a joint event with a student club or group (such as an athletic sport), the Fundraising Authorization and Approval Form, sections A through D, must be fully filled out. Before the fundraiser can be held, the administration must approve the event. The percentage of the profits being given to the Parent Teacher Organization/Booster Club and the student group must be clearly defined. The organizations will keep accurate and complete records of the fundraising activity in accordance with generally accepted accounting practices, recording the net receipts of the activity.

Facility use must follow the terms outlined in the facility use agreement and must follow policy 3-202, 3-202.A, 3-202.B.

Banners/Advertisements on School Grounds

No District or school names, logos, mascots or official colors shall be authorized for use by or for any non-District businesses, organizations, products, activities or causes unless otherwise approved in writing by the Superintendent or the Superintendent's designee. With prior approval by the Superintendent or the Superintendent's designee, Parent Teacher Organizations and Booster Clubs, approved through Policy 1-402, may use such school names, logos, mascots or official colors. The Superintendent or the Superintendent's designee will work with approved Parent Teacher Organization/Booster Club that solicit and develop income through the sale of advertisements and banners to place advertising located on sports fields, scoreboards, gymnasiums, or other club-related areas and to determine the appropriate allocation of income generated from that advertising.

The district reserves the right to refuse advertising that would otherwise be inappropriate in the judgment of the Superintendent or the Superintendent's designee. Additionally, the Superintendent or the Superintendent's designee may direct the removal of advertising that causes public criticism or is found offensive by students or members of the public. The Superintendent or the Superintendent's designee has the discretion to decline specific advertisements. The Governing Board may permit advertising at District facilities in compliance with the provisions of A.R.S. § 15-342.

Parent Teacher Organization/Booster Club must complete the Banner/Advertisement Form and it must be approved by the administration before it is displayed on district property or at district events. Advertising must adhere to Policies 3-201 and 3-201.B.

School Fundraising with food

Click [here](#) for the most updated information on fundraising with food on campus.

Parent Teacher Organization/Booster Club Guidelines for Operations

- Obtain approval and support from school administration. (see form)
- Develop and adopt organization by-laws. This document should include provisions for amendment.
- Establish officers of the organization.
- Develop an annual budget plan and goals for the organization. Plan activities for the year based on the budget and goals.
- Establish a checking account with the group's own Employer Identification Number (EIN) or taxpayer identification number.
- The treasurer should prepare and distribute a financial report after the receipt of each monthly bank statement.
- The report should include
 - Identify all revenue sources during the month and be reconciled with the deposits on the bank statement.
 - Itemize all expenditures paid during the month, listing by date, check number, payee, description of the expense, and amount.
 - Show a reconciliation of actual ending cash balances to the ending bank statement balance.
 - Copies of the monthly financial report and the corresponding bank statement should be made available to all officers and to any member who requests it.
- Board members should vote whether to approve the financial report after it has been presented.
- An independent third party should conduct an annual audit.
- The checking account must require two signatures on all checks. Debit card and credit card transactions must have an accompanying authorization form with two signatures.
- For consistency as officers change, it is recommended that bank statements be mailed to a P.O. Box, not an officer's home.
- All fundraisers must be approved by the site administration.
- Participation in raffles or Door-to-Door fundraisers by district students are strictly prohibited.
- Money collected through fundraisers and other organization activities should be accounted for, verified by, and prepared into bank deposits by TWO members of the organization. All monies should be deposited intact, meaning no cash is exchanged or in any way used to pay for any expenses since all expenses must be paid by check or debit/credit card.
- Minutes of each officer meeting and membership meeting should be produced, distributed to the membership, and retained for at least three years.
- Joint fundraisers involving students from the club are required to have a percentage of the profits deposited in the school club account and divided by the level of effort.
- An Annual report is to be submitted through the CCUSD Chief Financial Officer (CFO) to the Superintendent by July 15

Required Checklist for Parent Teacher Organization/Booster Club

	Contact School Administrator prior to formally organizing.
	Submit an application to the school administration for approval of the Parent Teacher Organization/Booster Club .
	Develop and adopt organization By-Laws (governing document), and establish officers of the organization.
	File IRS Form SS4 to obtain a taxpayer ID number.
	Establish a bank account.
	Meet with the school administrator for approval of fundraising activities or events.
	Complete the Arizona Corporate Commission processes to file Articles of Incorporation.
	Submit an annual report, through the Chief Financial Officer (CFO), to the Superintendent by July 15.

Parent Teacher Organization/Booster Club Do's and Don'ts

Do's	Don'ts
Have bylaws and annual report approved by the administration	Don't function without bylaws or approval.
Have all activities/fundraisers approved following the district policy	Don't hold fundraisers without required approval and having the Fundraising Authorization and Approval Form completed and on file with the site
Encourage a healthy relationship with the sponsor/coach and site administration – work as a team	Don't operate without elected officers – following the election process outlined in the Parent Teacher Organization/Booster Club bylaws
Have regularly scheduled meetings open to stakeholders	Don't let Parent Teacher Organization/Booster Club activities interfere with academic instruction time
Have adequate accounting procedures in place to assure that the Parent Teacher Organization/Booster Club members, sponsor/coach, site administration, district administration can review records of the organization when needed	Don't advertise as a nonprofit unless you have filed the appropriate paperwork and been granted that status
Understand the CCUSD donation process.	District employees may be members and officers of the organization, but shall not be signatories on any of the organization's bank accounts.
Understand that any financial obligation incurred by Parent Teacher Organization/Booster Club shall be solely that of the Parent Teacher Organization/Booster Club	Don't use a student's name, position, or picture without written permission from the student's parent/guardian to publish the information.
Seek legal/accounting services to ensure compliance with all state/federal laws and requirements	Don't have students assist, in any capacity, with a fundraiser unless the Fundraising Authorization and Approval Form is approved and clearly outlines the percent/amount of funds raised that will be deposited into the booster and student activities account.

This list is not exhaustive. Parent Teacher Organization/Booster Club are advised to consult legal or tax professionals for any potential issues or questions.



Cactus Shadows High School Booster Club Fundraising and Event Approval System

This system establishes a clear process for the approval, communication, and coordination of all booster club fundraisers and events. It ensures transparency, accountability, and alignment between booster parents, coaching staff, and school administration. It is designed to ensure all fundraising activities support the student and comply with school district policies.

Submission and Initial Review (Booster Parents → Coach)

- All fundraising ideas must originate with or be submitted to the team's coach using the CCUSD district fundraising form.
- Booster parents may propose fundraiser ideas, but no plans, promotions, or collections may begin without coach review.
- The coach will evaluate each proposal to ensure it aligns with team needs/goals, season schedules, and school policies. Additionally, the coach will review logistic feasibility and any potential conflicts.

Coach Review and Submission (Coach → Athletic Director)

- After reviewing the fundraiser idea, the coach will submit the proposal to the school's Athletic Secretary. The Athletic Secretary will:
 - Give to AD
- The school AD will evaluate the proposal where each submission must include the following criteria for approval:
 - Purpose of the fundraiser (e.g., uniforms, travel, equipment) and compliance with all school district and state financial policies.
 - Proposed dates and duration- sufficient planning time allotted for the school, team, and community connection.
Responsible booster contact person(s)
 - Estimated financial goal and cost breakdown. The financial plan must be clear.
 - Outline of event logistics and safety considerations along with avoidance with other school-wide or athletic department activities.



Athletic Director Review and Approval

- The Athletic Director will hold a weekly review meeting to consider all fundraiser requests from coaches. (Please consider this when making a request. Timelines need to be well-planned).
- Fundraisers will be approved, denied, or returned for revisions during these meetings.
- Upon approval, the Athletic Director will issue written confirmation (digital or physical) to the coach and the booster club president.
- No fundraising activities may begin without written approval from the AD.

Event Planning and Communication Timeline

- All events must be planned far enough in advance to:
 - Allow internal preparation by the school, coach, and booster team.
 - Provide sufficient time for promotional efforts and community communication.
- As a standard guideline:
 - Small-scale events (e.g., bake sales, spirit nights): minimum 3 weeks' notice.
 - Large-scale events (e.g., tournaments, banquets, community drives): minimum 6–8 weeks' notice.

Communication and Coordination

- Once approved, the booster club must coordinate with:
 - The coach for team logistics and participation
 - The school's communications office or AD for public announcements, flyers, or social media posts
- All promotional materials must include school branding guidelines and be reviewed by the AD if required.

State of Arizona and CCUSD Policies

State of Arizona A.R.S. §13-3302.

Exclusions D. A nonprofit organization that is a booster club, a civic club or a political club or political organization that is formally affiliated with and recognized by a political party in this state may conduct a raffle that is subject to the following restrictions:

1. A member, director, officer, employee or agent of the club or organization may not receive any direct or indirect pecuniary benefit other than being able to participate in the raffle on a basis equal to all other participants.
2. A person, except for a bona fide local member of the sponsoring club or organization, may not participate directly or indirectly in the management, sales or operation of the raffle.
3. The maximum annual benefit that the club or organization receives for all raffles is ten thousand dollars.
4. The club or organization is organized and operated exclusively for pleasure, recreation or other nonprofit purposes and no part of the club's or organizations net earnings inures to the personal benefit of any member, director, officer, employee or agent of the club or organization.

<https://www.azleg.gov/ars/13/03302.htm>

State of Arizona A.R.S. §43-1201.

Organizations exempt from tax

(Caution: 1998 Prop. 105 applies)

A. Except as otherwise provided in this chapter, the following organizations are exempt from the taxes imposed under this title:

1. Organizations that are exempt from federal income tax under section 501 of the internal revenue code.
2. Insurance companies that pay to this state a tax on premium income derived from sources within this state.

B. Nonprofit medical marijuana dispensaries under title 36, chapter 28.1, are exempt from the taxes imposed under this title.

<https://www.azleg.gov/ars/43/01201.htm>

1-402 Relations with Booster Organizations

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Booster clubs and parent organizations shall function as organizations for the purpose of assisting and supporting activities in the District.

Close communication with booster organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

Membership should be based on an interest in quality sports and education programs and willingness to donate labor or services, or to participate in fund-raising. District employees may be members and officers of the organization, but shall not be signatories on any of the organization's bank accounts.

The organizations will keep accurate and complete records of each fundraising activity in accordance with generally accepted accounting practices, recording the net receipts of each activity, keeping a current balance of all monies, and submitting an annual report, through the Chief Financial Officer (CFO) to the Superintendent by July 15.

The organizations will maintain a complete set of bylaws outlining all areas of operations including membership, selection of administration, requirements for requests of funds, and voting privileges.

Adopted: June 11, 2024

Effective: July 1, 2024

Cross Reference:

3-202.A Facility Use - Short Term Facility Use

5-212 Student Clubs and Activities

5-212.B Student Clubs and Activities – Student Activities Funds

3-201 Facilities

The Superintendent has the authority to control and manage District facilities. No employee shall use school facilities in connection with any activity that is not directly related to the employee's job duties without approval of the Superintendent.

Sale/Lease

The Governing Board may call for an election to purchase or sell school facilities or to enter into a long-term lease for more than twenty (20) years but less than ninety-nine (99) years. The Board may also sell or lease school facilities without an election in compliance with state law. The Board shall strive to obtain fair market value for the sale or lease of school buildings and grounds.

The District may not prohibit a charter school or private school from negotiating to buy or lease its property in the same manner as other potential buyers or lessees. The District may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. The District is not required to sell or lease the building or a portion of the building to a charter school, to any other school or to any other prospective buyer or tenant, except that the District may not withdraw the property from sale or lease solely because a charter school or private school submits the highest offer.

Construction and Maintenance

The Board may call for an election to construct school buildings.

The Board shall construct and maintain all District facilities and buildings in accordance with state, local and federal requirements, including but not limited to any fire codes, building codes, and mechanical codes.

The District shall maintain and train employees regarding its asbestos management plan in compliance with federal regulations.

Minimum Adequacy Standards

The District may maintain school buildings to comply with minimum school facility adequacy guidelines established by the School Facilities Oversight Board (SFOB).

The Board shall not change grade configurations or take any action that would result in a reduction of pupil square footage unless the District notifies the SFOB and receives written approval to take the action.

Roof Inspection Protocol

A school district shall develop a roof inspection protocol that shall be used prior to any repair or replacement of roof elements or roof mounted equipment performed in accordance with the requirements of the local building official requiring a permit. Inspections shall be conducted by a registered structural engineer or other professional with appropriate skills, training and certification.
A.R.S. § 15-342.01

Closing of a School

The Board shall fix a time for a public meeting on the proposed closure of a school not less than ten days before voting in a public meeting to close the school. At the meeting, the Board shall hear reasons for or against closing the school. The Board is exempt from these requirements if the Board

determines that the school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

Advertising

The Board may permit advertising at District facilities in compliance with the provisions of A.R.S. § 15-342.

Adopted: March 26, 2024

Effective: July 1, 2024

Legal Authority:

A.R.S. § 15-119

A.R.S. § 15-341

A.R.S. § 15-342

A.R.S. § 15-342.04

A.R.S. § 41-5711

15 U.S.C. § 2643

© 3-201.B Procedure - Facilities - Outside Business Operations

Only District employees and District-paid contractors acting within the scope of their employment or contract may provide services to students or others on District property during the school day. The District may approve the use of volunteer coaches, classroom or other volunteers, student teachers or professional interns to assist during the school day, subject to requisite fingerprinting and background checks.

The District does not permit sales by any outside vendor or employee of any goods or services on District property unless specifically authorized. The District shall not allow any vendor or potential vendor to conduct a sales call with any staff member unless specifically authorized in writing by the Superintendent.

The District does not permit outside fundraising activity unless an organization has complied with Policy 3-202 regarding Facility Use.

The District may permit advertising at or on its facilities in accordance with [A.R.S. § 15-342\(27\)](#). Advertisements shall be age appropriate and not promote any substance that is illegal for minors such as alcohol, tobacco and drugs or gambling. Advertisements shall comply with the state sex education policy of abstinence. The District shall approve of the content of the advertising.

The District may permit outside business operations and organizations to distribute promotional material. If the District creates a limited public forum for the distribution of promotional material, the District may limit access to the distribution to certain types of organizations, and impose time, place and manner restrictions with respect to the distribution.

© 3-202 Facility Use

Short Term Facility Use

The Governing Board or the Superintendent may lease school property to any person or group for any lawful purpose. There shall be a reasonable use fee for the lease of school property which may include goods contributed or services rendered by the person or group to the District.

The Board or Superintendent may permit the uncompensated use of school property to any school-related group or to any group whose membership is open to the public and whose activities promote the educational function of the District, as determined by the Board.

The Board shall annually approve a fee schedule for the lease of school property and include a designation of the persons or groups that may have uncompensated use of school property. The Superintendent shall require proof of liability insurance for use or lease of school property by outside persons or groups.

Lease

The Board may approve the lease of District property for up to twenty years without holding an election. The Board may enter into a lease or lease purchase agreement for school buildings and grounds for more than twenty (20) years but less than ninety-nine (99) years subject to a vote of the District electorate. A vote may not be required under certain statutory exceptions outlined in A.R.S. § 15-342 and A.R.S. § 15-342.04.

The District may enter into a partnership with an entity, including but not limited to a charter school, another school district or a military base, to operate a school or offer educational services in a District building, including at a vacant or partially used building, pursuant to a written agreement between the parties.

Interference with or disruption of an educational institution is a criminal act under Arizona law.

Lessees on District property must adhere to all legal requirements and use obligations established by the District, including but not limited to prohibitions against bringing alcohol, weapons or drugs onto District property.

Adopted: March 26, 2024

Effective: July 1, 2024

Legal Authority:

A.R.S. § 13-2911

A.R.S. § 15-341

A.R.S. § 15-342

A.R.S. § 15-342.04

A.R.S. § 15-1105

A.R.S. § 16-411

A.R.S. § 36-2801

© 3-202.A Procedure - Facility Use – Short Term Facility Use

A. Definitions

"Educational function" means uses that are directly related to the educational mission of the District as adopted by the Governing Board, and includes parent-teacher organizations, youth organizations and school employee organizations.

"Extended resource programs" means activities offered on school property before or after school or at times when school is not customarily in session for children who are of the age required for kindergarten programs and grades one through eight.

"Lawful purpose" under the policy includes recreational, educational, political, economic, artistic, moral, scientific, social, religious or other civic or governmental purpose in the interest of the community, including extended day resource programs.

"Reasonable use fee" means an amount that is at least equal to the District's cost for utilities, services, supplies, or personnel that the school provides to the lessee pursuant to the terms of the lease.

"Short Term Facility Use" means the lease or approved use of all or a portion of District facilities for less than one (1) year.

"Uncompensated use" means that the group or organization pays only the District's direct costs resulting from the use of the facilities.

B. Short Term Use

The Board may grant the use of school facilities to any person, group, or organization for any lawful purpose. Such use shall not interfere with any school activity.

C. Fees

A reasonable use fee shall be charged for the use of school facilities and property. The fee may be offset by goods contributed or services rendered by the lessee.

A schedule of fees and direct expenses shall be adopted annually and include the following classes of usage:

1. *Class I.* School-related, student-centered groups that exist for the sole purpose of contributing to the success of District students.
2. *Class II.* Non-profit organizations as specified by law (must provide I.R.S. 501(c)(3) acceptance letter) that involve District students.
3. *Class III.* Groups and organizations that, for the most part, do not involve only students from the District and/or will not likely perform educational functions for District students.
4. *Class IV.* Commercial or for-profit organizations.

Any individual, group, or organization presumptively classified as Class I or Class II may submit a request for uncompensated use of school facilities, which shall include an explanation of why uncompensated use should be permitted. The Superintendent is authorized to make the final decision on such a request.

The Superintendent has discretion to deny or cancel any request for use of District property if deemed not in the District's best interest, subject to applicable laws.

D. Uncompensated Use

The Superintendent may permit the uncompensated use of school buildings and grounds by any District or school related group or by any non-school related community non-profit organization whose membership is open to the public, provided that the activity for which the facility is to be used promotes the educational function of the District.

Use of facilities or property that will require a substantial District cost for utilities, services, supplies and/or personnel may be permitted only if goods contributed, services rendered or payments are made to reimburse these costs to the District. The Superintendent has discretion to approve or deny uncompensated use of District facilities and property.

E. Approved Booster Clubs/ Parent Teacher Organizations

Only an approved parent Teacher group organization may access and use District facilities as a Class I user in accordance with this Policy. To remain approved, an organization must conduct its activities in a manner consistent with the educational mission of District and must follow all operating guidelines required, including but not limited to having sufficient insurance and initiating sufficient security controls regarding funds raised.

F. District Use Conflicts

The District will use its best effort to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation or rescheduling of a school-sponsored activity.

G. Insurance

Proof of liability insurance with minimum limits of \$1,000,000 shall be required for the use or lease of school property. The District may require that the District and its Board, employees, and agents be named an additional insured under the liability insurance policy during the use of the facilities and property.

H. Rules Applicable to Lessees

The Superintendent may establish requirements to implement use of District facilities and to prevent damage to and preserve District property. If damage to the facilities occurs as the result of the lessee or user, charges shall be assessed to cover the amount of the damage.

I. Application Process

Initial inquiries for use of school facilities should be made to the appropriate school principal(s) or site administrators to determine if the facility is available and to obtain approval for the application process to move forward. School activities shall always be given preference for use of facilities. Upon approval by the building administrator, the applicant shall obtain a facilities use packet from District's business services department.

J. Elections

A building principal may deny a request to provide space for use as a polling place if, within two (2) weeks after a request has been made, the principal provides a written statement indicating a reason why the election cannot be held in the school that includes any of the following:

1. Space is not available at the school;
2. A disruption of the normal school activities would occur; and/or
3. The safety or welfare of the students would be jeopardized.

Posting of political signs and other electioneering activities shall not be permitted on school property at any time, including on election day at school sites used as polling places.

K. Civic Center School Fund

Funds received for and derived from the short-term use or lease of school shall be promptly deposited with the County Treasurer, who shall credit the deposits to the civic center school fund of the District. Monies placed to the credit of a civic center school fund may be expended for civic center school purposes by warrants drawn upon order of the Board or Superintendent.

Facility Use

© 3-202.B Procedure - Facility Use – Service Animals and Animals in Classrooms

A. Definition

"Service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship does not constitute work or tasks.

B. Access to Facilities

The Superintendent shall allow for the presence of service animals in District schools or on District owned property in accordance with applicable laws, while safeguarding the health, safety and welfare of students, staff and visitors.

The District prohibits discrimination against individuals with disabilities for the use of service animals if the work or tasks performed by the service animal are directly related to the individual's disability.

Service animals must be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The District may need to provide some assistance to enable a particular student to handle his or her service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

C. Therapy or Comfort Animals

Therapy or "comfort" animals provide individuals with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning. Therapy animals are not considered services animals under the ADA. Therefore, therapy animals will not typically be permitted in District schools or worksites.

D. Injury Caused by an Animal while on District Property

Staff members, students, or others who have been bitten or injured by an animal at school shall immediately report such incident to building administrator and the school health office. The building administrator should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities. The owner of the animal is liable for any damage to District or personal property and any injuries to individuals caused by the owner's animal while on District property.

E. Classroom Animals

The following conditions, requirements, and restrictions apply to all animals, fish, reptiles, and other living organisms (generically referred to as "animals" throughout this document) on District school campuses, in classrooms, or in other school facilities.

1. Live animals in the classroom must have direct relevance to the objectives of the instructional program.

2. Staff members must receive prior written approval from the building administrator before animals are brought to school or housed in a school facility.
3. A staff member requesting approval to have an animal at school must be certain that:
 - a. Students and school personnel coming in contact with the animal are not allergic to the animal;
 - b. The staff member notifies parents/guardian of all students who utilize the classroom in the presence of the animal. If parents/guardian indicate a student has an allergy or fear of the animal, permission for housing the animal(s) in the classroom may be denied;
 - c. The animal is free from any diseases or parasites;
 - d. The animal presents no physical danger to students or staff members;
 - e. The classroom environment is suitable for the animal (e.g., it meets the needs for the animal's natural sleeping/eating habits, temperature requirements);
 - f. A care schedule is in place for the animal when the staff member is not available (e.g., instructions for a substitute staff member, care and feeding over weekends and school holidays);
 - g. The staff member adheres to local, state and federal laws and to District policies and regulations regarding such animals;
 - h. The classroom will be kept clean, sanitary and free of any animal waste;
 - i. The staff member will assume primary responsibility for the humane and proper treatment of any animal in the classroom; and
 - j. Only the staff member or those designated by the staff member are to handle the animal.

The staff member will provide the principal the following documentation, as appropriate, prior to approval: the vaccination history of the animal, including proof of current rabies and distemper vaccinations; proof of current licensure; proof that the animal has been spayed or neutered; proof of treatment of fleas and tick; and current certificate from a veterinarian that the animal is healthy and disease free. All provided documentation will be kept in the building administrator and/or Superintendent offices.

Animals shall not be transported in District vehicles without written authorization.

FORMS



Cave Creek Unified School District

Fundraising Authorization and Approval Form

**Copies of this form -- with any contracts, written agreements, and club meeting minutes attached -- should be filed with the School Administrator and the Organization.*

**All information must be submitted to Site Administration 14 days prior to the fundraiser.*

**Any promotional materials/advertisements for the fundraiser must be approved by the Superintendent designee*

Section A.

Name of Club/Organization: _____

School: _____ Contact Person: _____

Phone #: _____ Position in Organization: _____

Date of Request: _____ Organization's Meeting Date (of approval): _____

LOCATION OF FUNDRAISER (specific room, address, etc.): _____

START DATE: _____ END DATE: _____

PURPOSE OF FUNDRAISER:

FUNDRAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, at what function will it be sold)

Section B.

If the fundraiser is jointly sponsored between an approved parent organization and student club/sport, describe who will perform the various fundraising responsibilities and how money will be allocated between the parent organization and club/sport (must equal 100%):

_____ % to the parent organization _____ % to the student club

(At high schools, jointly raised funds that are deposited solely to the parent group must be recorded so that the student clubs share of the proceeds are benefitting them directly.)

Section C.

All fundraisers must have the approval of the school administrator. Cave Creek Unified School District District activities that are done for the purpose of fundraising must be initiated, sponsored, and recorded by one of the following groups. Fundraisers that are co-sponsored must be initialed by both groups. Initial to the left all that are appropriate:

_____ **A. CCUSD Authorized Student Club/Sport/Teacher** *(Advisor's AND Club Officer's initials required).*

**We acknowledge that student clubs/sports that sponsor a fundraiser must always deposit funds and record expenditures in the CCUSD student account and follow the CCUSD Student Activity Organization Policy and Procedure Manual.*

_____ **B. CCUSD Recognized Parent Organization** *(Officer's initials required).*

**We acknowledge that parent organizations that sponsor a fundraiser must record receipts and expenditures in the parent organization's checking account. (Joint fundraisers must have the appropriate initials in A and B. Funds should be deposited into the parent organization's checking account and the student activity account per the allocation described above.)*

Section D.

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraiser, and have been reviewed with the school Principal.

Club Advisor/Coach/Teacher/Parent Org. Officer: _____

Date: _____

Authorization

Approved

Not Approved

School Principal/Administrator Signature: _____

Date: _____

BANNER/ADVERTISEMENT CHECK LIST

(COMPLETE PRIOR TO HANGING THE BANNERS)

- ORGANIZATION MUST COMPLETE BANNER/ADVERTISEMENT APPROVAL FORM (FOUND IN THE GOOGLE SHARE DRIVE/PTO BOOSTER GUIDELINES)

- ORGANIZATION WILL SUBMIT COPIES OF ADVERTISEMENT(S) AND BANNER/ADVERTISEMENT APPROVAL FORM TO THE PRINCIPAL/ASSISTANT PRINCIPAL. MAKE SURE THE PERCENTAGE AND AMOUNT EACH ORGANIZATION WILL RECEIVE IS INCLUDED (SECTION B ON FORM)

- ADMIN/BOOKSTORE MANAGER WILL SUBMIT ALL SIGNED DOCUMENTS TO FINANCE

- APPROVAL FORM AND COPY OF ADVERTISEMENT WILL BE SENT FOR SUPERINTENDENT OR SUPERINTENDENT DESIGNEE APPROVAL

- ONCE ALL DOCUMENTS HAVE BEEN APPROVED, FINANCE WILL NOTIFY THE SCHOOL

- THE SCHOOL WILL CONTACT THE ORGANIZATION TO REQUEST A CHECK PAYABLE TO CCUSD

- CHECK WILL BE SENT TO FINANCE TO PROCESS PAYMENT. THE SCHOOL WILL RECEIVE AN E-MAIL TO NOTIFY PAYMENT HAS BEEN PROCESSED

- SCHOOL CAN HANG THE BANNER(S)



Cave Creek Unified School District Banner/Advertisement Approval Form

**All information must be submitted to Site Administration 30 days prior to the display of the advertisement.
*Banner/Advertisement proof must be attached
*All banners/advertisements must have the approval of the superintendent or superintendent designee.
All Banners/Advertisements must follow Governing Board Policy 3-201 and Regulation 3-201.B.

Section A.

Name of Club/Organization: _____ Date of Request: _____

School: _____ Contact Person: _____

Phone #: _____ Position in Organization: _____

LOCATION OF Banner/Advertisement (specific room, address, etc.):

Section B.

If the banner/advertisement is sponsored by an approved parent organization representing a school activity/athletic department, shown during a school event, or shown on district property, how will the money be allocated between the parent organization and athletic department/school account:

_____% to the Parent Organization/Student Organization ____% Athletic Dept. /School

Amount Charged for Banner/Advertisement: _____

Section C.

The parent organization is responsible for creating and physically acquiring the banner/advertisement that is generated from a parent organization. All banners/advertisements must have the approval of the superintendent or superintendent designee.

Club Advisor/Coach/Teacher/Parent Org. Officer: _____

Date: _____

Authorization

Approved Not Approved

Superintendent or Superintendent Designee Signature: _____

Date: _____

No Banner/Advertisement will be displayed before being authorized by the Superintendent or Superintendent Designee. If a banner is displayed before authorization it will be removed from school property.



**Joint Fundraiser
Deposit Form**

**Cave Creek Unified School District
Joint Fund-Raising Deposit Form**

Name of Club/Organization: _____

School: _____ Contact Person: _____

Phone #: _____ Position in Organization: _____

FUND-RAISER: _____

START DATE: _____ END DATE: _____

Total Amount Collected	
-------------------------------	--

Organization/School Club/Sport	Percentage	Dollar Amount Deposited

Signatures	
Organization Signature: _____	Date: _____
Coach Sponsor Signature: _____	Date: _____

**CAVE CREEK UNIFIED SCHOOL DISTRICT NO. 93
RECEIPT FOR DONATIONS**

(Submit to: CCUSD Business Office when completed)

Date of Donation: _____ Type: Cash Amount _____
 Non-Cash Value _____

No goods or services were provided in return for your donation.

School/District Office: _____ Foundation: _____

DONOR*: (Name) _____

(Address) _____

Description & Purpose: _____

***Your donation will be acknowledged at a Governing Board meeting unless you wish to have your name withheld. Please check here to keep your name from appearing in the Governing Board packet that is posted on the CCUSD® website.**

Please note: Any and all donations of time and material that temporarily or permanently change the physical state of the facility must be reviewed and approved in advance by the Director of Facilities and Construction. Please contact the Facilities Department at (480) 575-2051.

Received by: _____ (Name) _____ (Administrator) _____ (Date)

**NON-CASH DONATION VALUE IS DETERMINED BY THE DONOR
NOT CAVE CREEK UNIFIED SCHOOL DISTRICT NO. 93**

Approved by Governing Board: _____ Date: _____

Acknowledgement sent by: _____ Date: _____

Recorded by Property Control: _____ Date: _____